

**UNITED STATES DEPARTMENT OF AGRICULTURE**

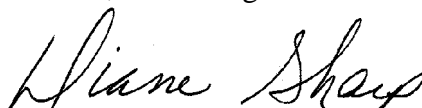
Farm Service Agency  
Washington, DC 20250

**Notice TB-1039**

**For:** IN, KY, TN, and VA State and County Offices

**Tobacco Loss Assistance Program 2001 (TLAP01) Overpayment/Underpayment Procedures**

**Approved by:** Acting Deputy Administrator, Farm Programs



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**1 Overview**

**A**

**Background**

Notice TB-1037 provided instructions for issuing payments under TLAP01. Some incorrect TLAP01 payments may have been made. These situations have resulted in overpayment/underpayment situations that need to be corrected.

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**B**

**Purpose**

This notice provides instructions for making TLAP01 payment corrections.

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**2 Basic Provisions**

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**A**

**Overpayment/  
Underpayment  
Process**

The TLAP01 overpayment/underpayment process provides a way to correct payments issued during the initial TLAP01 payment process. This software enables County Offices to do either of the following:

- in case of underpayment, correct TLAP01 application information and issue additional payments
- in case of overpayment, generate a receivable.

The corrections made using this software are done on a farm-by-farm application basis, 1 application at a time.

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<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2002	Above State Offices; State Offices relay to County Offices

## 2 Basic Provisions (Continued)

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### A

#### Overpayment/ Underpayment Process (Continued)

Possible corrections may include the following:

- adjusting (an increase or decrease) an applicant's pounds
  - adding an eligible applicant who was not included on the original application
  - deleting an ineligible applicant who was paid during the initial TLAP01 payment process.
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### B

#### Accounting Interface

The TLAP01 system will:

- print a Payment Calculation/Correction Report for each farm selected through option 7, "Recording Overpayments/Underpayments"
- prompt the County Office to confirm the correctness of the modified application.

After the correction is confirmed, the TLAP01 system will interface with accounting to perform the following action.

IF...	THEN...
an applicant was underpaid	an additional amount shall be paid.
an applicant was overpaid	<ul style="list-style-type: none"> <li>• a receivable shall be established</li> <li>• the applicant shall be notified to recover the overpaid amount.</li> </ul>
an applicant, paid during the initial TLAP01 process, was removed from the application	<ul style="list-style-type: none"> <li>• a receivable shall be established</li> <li>• the applicant shall be notified to recover the amount paid.</li> </ul>
a new applicant was entered	a TLAP01 payment shall be issued.

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## Notice TB-1039

### 3 County Office Action

#### A

##### Accessing

From Menu FAX250, access Menu MND000 according to this table.

##### Menu MND000

Step	Action	Result
1	On Menu FAX250: <ul style="list-style-type: none"><li>ENTER “3” or “4”, “Application Processing”, as applicable</li><li>PRESS “Enter”.</li></ul>	Menu FAX09002 will be displayed.
2	On Menu FAX09002: <ul style="list-style-type: none"><li>enter the appropriate County Office, if applicable</li><li>PRESS “Enter”.</li></ul>	Menu FAX07001 will be displayed.
3	On Menu FAX07001: <ul style="list-style-type: none"><li>ENTER “18”, “Tobacco/Peanuts”</li><li>PRESS “Enter”.</li></ul>	Menu M00100 will be displayed.
4	On Menu M00100: <ul style="list-style-type: none"><li>ENTER “7”, “Tobacco Loss Assistance Program 2001”</li><li>PRESS “Enter”.</li></ul>	Menu MND000 will be displayed.

#### B

##### Example of

##### Menu MND000

The following is an example of Menu MND000.

COMMAND	MENU: MND000	01
TOBACCO LOSS ASSISTANCE PROGRAM - TLAP01 MENU		
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* 1. Display Farm and Tract Data		
* 2. Print Multiple Farm and Tract Data		
3. CCC-951 Application Processing		
4. Preliminary Payment Calculation/Payment Register		
5. Issuing Payments		
* 6. Reserved		
7. Recording Overpayment/Underpayments		
8. Payment Register (Before Payment Factor Download)		
9. Add Other Producers		
21. Return to Application Selection Menu		
22. Return to Office Selection Menu		
23. Return to Primary Selection Menu		
24. Sign Off		
Cmd3-Previous		
* Option Currently Not Available		
Ready for option number or command		

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### 3 County Office Action (Continued)

C

#### Recording

Make corrections to Menu MND000 payments according to this table.

#### Overpayments/ Underpayments

Step	Action		Result
1	On Menu MND000:		Screen MND70201 will be displayed.
	<ul style="list-style-type: none"> <li>ENTER "7", "Recording Overpayment/Underpayments"</li> <li>PRESS "Enter".</li> </ul>		
2	On Screen MND70201:		Screen MND70202 will be displayed.
	<ul style="list-style-type: none"> <li>enter a farm number</li> <li>PRESS "Field Exit"</li> <li>enter the number that represents the kind of tobacco selected</li> <li>PRESS "Enter".</li> </ul>		
3	On Screen MND70202, do the following.		
	IF this application is...	THEN...	
	correct	<ul style="list-style-type: none"> <li>ENTER "Y"</li> <li>PRESS "Enter".</li> </ul>	Screen MNT30101 will be displayed.  <b>Note:</b> P&CP flag may be "Y" or "N", as applicable.
	not correct	<ul style="list-style-type: none"> <li>ENTER "N"</li> <li>PRESS "Enter".</li> </ul>	Screen MND70201 will be redisplayed. Return to step 2.  <b>Note:</b> P&CP flag may be "Y" or "N", as applicable.

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### 3 County Office Action (Continued)

**C**  
**Recording**  
**Overpayments/**  
**Underpayments**  
**(Continued)**

Step	Action		Result
4	On Screen MNT30101, do the following.		Screen MNT30201 will be displayed.
	<b>IF the pounds displayed are...</b>	<b>THEN...</b>	
	correct	<ul style="list-style-type: none"> <li>• modify the allocated pounds, as applicable</li> <li>• PRESS “Field Exit”</li> <li>• press either of the following: <ul style="list-style-type: none"> <li>• “Enter” to continue to the next screen</li> <li>• “Tab” to move the cursor to another allocated-pounds space to be modified</li> </ul> </li> <li>• enter the modified pounds</li> <li>• PRESS “Field Exit”</li> <li>• PRESS “Enter”.</li> </ul>	
	<b>not</b> correct	<ul style="list-style-type: none"> <li>• PRESS “Field Exit”</li> <li>• ENTER “Y” to the question, “Do you wish to modify Pounds?”</li> <li>• PRESS “Enter”.</li> </ul>	
5	On Screen MNT30201: <ul style="list-style-type: none"> <li>• enter correct poundage information in the applicable allocation</li> <li>• add another applicant</li> <li>• PRESS “Enter”.</li> </ul>		Screen MNT70301 will be displayed.
6	On Screen MNT70301, PRESS “Enter”.		Screen MNT4600 will be displayed.

### 3 County Office Action (Continued)

**C**  
**Recording**  
**Overpayments/**  
**Underpayments**  
**(Continued)**

Step	Action		Result
7	On Screen MNT4600: <ul style="list-style-type: none"><li>enter the printer ID and the number of copies to print</li><li>PRESS “Enter”.</li></ul>		The Payment Calculation/Correction Report of the selected farm will print. Screen MNT70800 will be displayed.
8	On Screen MNT70800, do the following.		
	<b>IF the Payment Calculation/Correction Report information is...</b>	<b>THEN...</b>	
	correct	<ul style="list-style-type: none"><li>ENTER “Y”</li><li>PRESS “Enter”.</li></ul>	The system will display an information screen as the TLAP01 payment correction data is passed to the accounting system. Screen ANK55010 will be displayed.
	<b>not</b> correct	<ul style="list-style-type: none"><li>ENTER “N”</li><li>PRESS “Enter”.</li></ul>	Menu MND000 will be redisplayed.
9	On Screen ANK55010: <ul style="list-style-type: none"><li>process additional payments</li><li>establish receivable</li><li>print the producer transaction statement through the accounting system according to 1-FI.</li></ul>		Screen MNT70201 will be redisplayed.

### 4 State Office Action

**A**  
**Action**

State Offices shall ensure that County Offices follow this notice.